

# **NAR Massachusetts Biomass Registry Webinar**

**February 5, 2014  
10:00 am – 11:00 am EST**

**APX, Inc.**

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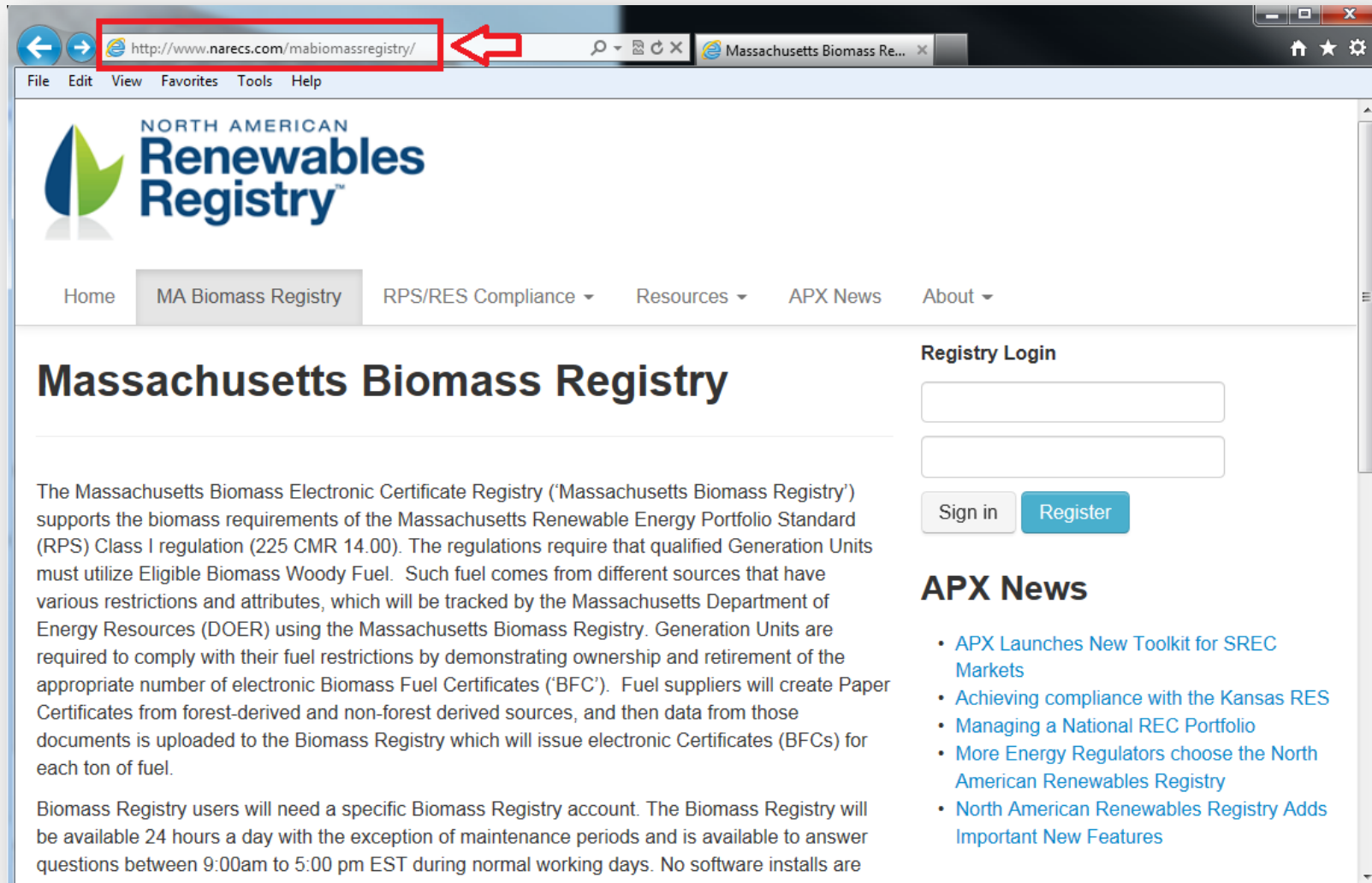


# Agenda

- **10:00 - 10:15 Introductions and Goals for the Day**
- **10:15 – 10:45 MA Biomass Registry Overview**
  - **Account Registration**
  - **Asset Registration**
    - **Harvest Site**
    - **Non-Forest Derived Biomass Source**
  - **Biomass Generation Upload and Certificate Issuance**
  - **Batch Biomass Generation Upload Process**
  - **Biomass Fuel Certificate Transfers**
  - **Co-Mingled Eligible Biomass Fuel Delivery**
  - **Reports**
- **10:45 – 11:00 Q&A**

# NAR MA Biomass Registry

- <http://www.biomassregistry.com>



The screenshot shows a web browser window with the address bar containing <http://www.narecs.com/mabiomassregistry/>. The page features the North American Renewables Registry logo and a navigation menu with links to Home, MA Biomass Registry, RPS/RES Compliance, Resources, APX News, and About. The main heading is "Massachusetts Biomass Registry". The text describes the registry's purpose in supporting the Massachusetts Renewable Energy Portfolio Standard (RPS) Class I regulation, requiring the use of Eligible Biomass Woody Fuel. It details the process of creating Paper Certificates from forest-derived and non-forest derived sources, which are then uploaded to the Biomass Registry to issue electronic Certificates (BFCs). A "Biomass Registry Login" section includes input fields for username and password, and buttons for "Sign in" and "Register". An "APX News" section lists several articles, including "APX Launches New Toolkit for SREC Markets", "Achieving compliance with the Kansas RES", "Managing a National REC Portfolio", "More Energy Regulators choose the North American Renewables Registry", and "North American Renewables Registry Adds Important New Features".

**Massachusetts Biomass Registry**

The Massachusetts Biomass Electronic Certificate Registry ('Massachusetts Biomass Registry') supports the biomass requirements of the Massachusetts Renewable Energy Portfolio Standard (RPS) Class I regulation (225 CMR 14.00). The regulations require that qualified Generation Units must utilize Eligible Biomass Woody Fuel. Such fuel comes from different sources that have various restrictions and attributes, which will be tracked by the Massachusetts Department of Energy Resources (DOER) using the Massachusetts Biomass Registry. Generation Units are required to comply with their fuel restrictions by demonstrating ownership and retirement of the appropriate number of electronic Biomass Fuel Certificates ('BFC'). Fuel suppliers will create Paper Certificates from forest-derived and non-forest derived sources, and then data from those documents is uploaded to the Biomass Registry which will issue electronic Certificates (BFCs) for each ton of fuel.

Biomass Registry users will need a specific Biomass Registry account. The Biomass Registry will be available 24 hours a day with the exception of maintenance periods and is available to answer questions between 9:00am to 5:00 pm EST during normal working days. No software installs are required.

**Registry Login**

**APX News**

- [APX Launches New Toolkit for SREC Markets](#)
- [Achieving compliance with the Kansas RES](#)
- [Managing a National REC Portfolio](#)
- [More Energy Regulators choose the North American Renewables Registry](#)
- [North American Renewables Registry Adds Important New Features](#)

# Account Registration



[Home](#) [MA Biomass Registry](#) [RPS/RES Compliance ▾](#) [Resources ▾](#) [APX News](#) [About ▾](#)

## Massachusetts Biomass Registry

The Massachusetts Biomass Electronic Certificate Registry ('Massachusetts Biomass Registry') supports the biomass requirements of the Massachusetts Renewable Energy Portfolio Standard (RPS) Class I regulation (225 CMR 14.00). The regulations require that qualified Generation Units must utilize Eligible Biomass Woody Fuel. Such fuel comes from different sources that have various restrictions and attributes, which will be tracked by the Massachusetts Department of Energy Resources (DOER) using the Massachusetts Biomass Registry. Generation Units are required to comply with their fuel restrictions by demonstrating ownership and retirement of the appropriate number of electronic Biomass Fuel Certificates ('BFC'). Fuel suppliers will create Paper Certificates from forest-derived and non-forest derived sources, and then data from those documents is uploaded to the Biomass Registry which will issue electronic Certificates (BFCs) for each ton of fuel.

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### Registry Login

[Sign in](#)

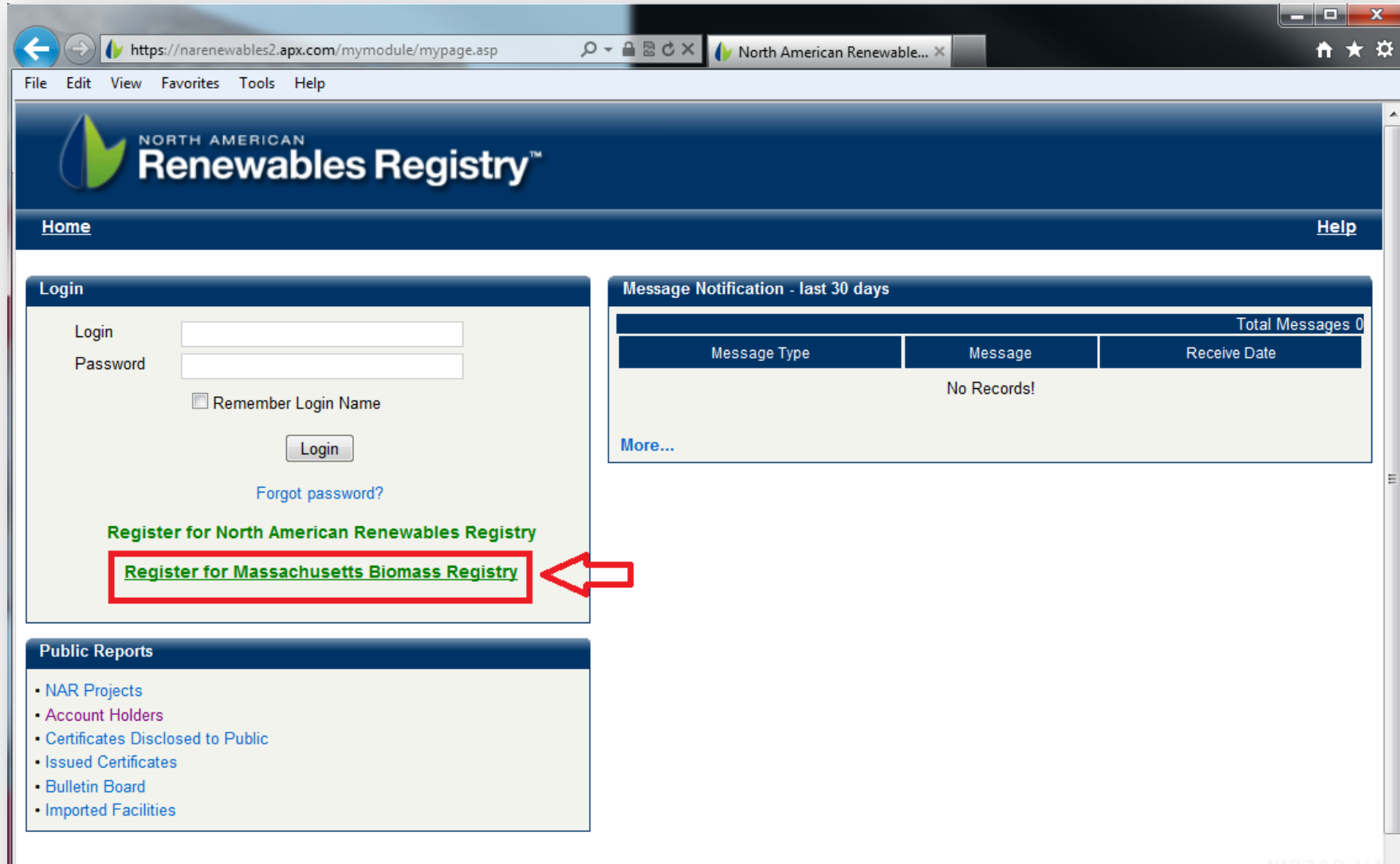
[Register](#)



### APX News

- [APX Launches New Toolkit for SREC Markets](#)
- [Achieving compliance with the Kansas RES](#)
- [Managing a National REC Portfolio](#)
- [More Energy Regulators choose the North American Renewables Registry](#)
- [North American Renewables Registry Adds Important New Features](#)

# Account Registration



https://narenewables2.apx.com/mymodule/mypage.asp

North American Renewable...

File Edit View Favorites Tools Help

**NORTH AMERICAN Renewables Registry™**

Home Help

**Login**

Login

Password

☐ Remember Login Name

Login

[Forgot password?](#)

[Register for North American Renewables Registry](#)

[Register for Massachusetts Biomass Registry](#)

**Message Notification - last 30 days**

Total Messages 0

Message Type	Message	Receive Date
No Records!		

[More...](#)

**Public Reports**

- [NAR Projects](#)
- [Account Holders](#)
- [Certificates Disclosed to Public](#)
- [Issued Certificates](#)
- [Bulletin Board](#)
- [Imported Facilities](#)

# Account Registration

North American Renewables Registry™ Participant Account Holder Agreement - Windows Internet Explor...

https://narenewables2.apx.com/mymodule/reg/AHAgreementBmr.asp

Administrator is notified of your pending account.

5. The NAR Administrator will review the account application. If the account application is complete and approved, an email notification describing account approval will be sent to the designated Account Manager Email address provided in the New Account Application form. If materials are incomplete or additional information is required, the NAR Administrator will notify the Account Manager.
6. Approved accounts may begin using all functions of the system available to their User Type.
7. Become familiar with the NAR Registry Operating Procedures available at <http://biomassregistry.com>

If you have any questions about the registration process, please contact the NAR Registry Administrator at  
Phone: +1 408-899-3341 ☎; [nar@apx.com](mailto:nar@apx.com)

Business Hours: 8am-5pm Eastern Standard Time

To continue with the registration process, select an account type and press the Continue Registration button.

**Biomass Registry User Type**

Continue Biomass Registration

Professional Forester  
Regulator/Administrator  
Professional Forester  
Fuel Retailer  
Generation Unit

Cancel

Continue Biomass Registry Registration

# Account Registration

## North American Renewables - Terms of Use

Please review the Terms of Use below. Checkmarks next to each section are required and indicate "I agree" to each section of the Terms of Use. Once all sections have been check marked, please fill out the first and last name as well as job title. Once the form is filled out the I Agree button will become enabled. Clicking I Agree will take you to the next step of the Account Registration process. Clicking Cancel will take you back to the home page. [Download the Complete Terms of Use](#)

I Agree: ☒

### NORTH AMERICAN RENEWABLES BIOMASS REGISTRY

#### TERMS OF USE

Last modified December 2013

The following are the Terms of Use for the North American Renewables Biomass Certificate Registry ("Biomass Registry"), operated and administered by APX, Inc. ("Administrator"). These Terms of Use are in addition to the General Terms of Use (the "General Terms of Use") applicable to your use of the Biomass Registry Site (as defined below). In the event these Terms of Use conflict or are inconsistent

I Agree: ☒

#### 6. OWNERSHIP OF CERTIFICATES; ACTION WITH RESPECT TO CERTIFICATES ON BEHALF OF THIRD PARTIES.

(a) General Prohibition on 3rd Party Ownership. Except as otherwise permitted under Sections 6(b) or 6(c) below:

- i. Account Holder will only hold or retire in its Accounts, import to its Account, or export from its Account, Certificates for which it is the sole holder of all legal title and all Beneficial Ownership Rights, and

I Agree: ☒

#### 7. TAXES.

Account Holder will pay all sales, use, value added taxes, and other consumption taxes, personal property taxes and other taxes and charges, if any, imposed by any governmental entity (other than those based on Administrator's net income) (collectively, "Taxes") related to the use of the Biomass Registry unless Account Holder furnishes satisfactory proof of exemption. Taxes, if any, are the exclusive responsibility of Account Holder.

#### 8. TERM AND TERMINATION.

(a) Term. These Terms of Use become operative on the date on which Account Holder indicates on the

I Agree: ☒

#### 13. DISCLAIMER OF WARRANTY.

(a) The data contained in the Biomass Registry has been gathered by Administrator from sources believed by it to be reliable, including but not limited to Professional Foresters Biomass Registry Participants, Account Holder and Account Holder's Representatives. Administrator does not warrant that the information in the Biomass Registry is correct, complete, current or accurate, nor does Administrator warrant that the Software will be error-free or bug-free. Administrator has no obligation to audit, validate or otherwise verify any information contained in the Biomass Registry.

(b) THE BIOMASS REGISTRY IS PROVIDED "AS IS" AND ADMINISTRATOR MAKES NO

I Agree: ☒

#### 14. LIMITATION OF LIABILITY.

ACCOUNT HOLDER ASSUMES FULL RESPONSIBILITY AND RISK OF LOSS RESULTING FROM ITS USE OF THE BIOMASS REGISTRY AND THE BIOMASS REGISTRY SITE. ADMINISTRATOR SHALL HAVE NO LIABILITY TO ACCOUNT HOLDER OR ANY THIRD PARTY FOR ANY DAMAGES RELATING TO THE BIOMASS REGISTRY, BIOMASS REGISTRY SITE, SERVICE DISRUPTION, PERFORMANCE OR NONPERFORMANCE BY ADMINISTRATOR OR IN ANY WAY RELATED TO THESE TERMS OF USE, REGARDLESS OF WHETHER THE CLAIM FOR DAMAGES IS BASED IN CONTRACT, TORT, STRICT LIABILITY, OR OTHERWISE. ADMINISTRATOR SHALL NOT BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL, SPECIAL, EXEMPLARY OR OTHER INDIRECT DAMAGES.

I Agree: ☒

#### 15. LOGINS, PASSWORDS AND BIOMASS REGISTRY IDS.

Account Holder agrees to assume sole responsibility for the security of any logins, passwords and Biomass Registry IDs issued to Account Holder and its Users for accessing the Biomass Registry. Account Holder agrees to immediately notify Administrator of any suspected unauthorized use of Account Holder's login(s), password(s), Biomass Registry ID(s) or Account or any other suspected breach of security.

#### 16. INDEMNIFICATION.

Account Holder agrees to defend, indemnify and hold harmless each of Administrator and its

I have read the North American Renewables Terms of Use and have the authority to bind my organization.

First Name:

Last Name:

Title:



I Agree


Cancel



# Account Registration

http://nar-app-qa01.emtapx.com/mymodule/reg/application.asp?id1=111&act North American Renewable... North American Renewables R...

File Edit View Favorites Tools Help

 **NORTH AMERICAN Renewables Registry™**

[Home](#) | [Welcome, apx1](#) | [Account: APX](#) [Change Password](#) | [Help](#) | [Logout](#)

NAR Account Information	
<b>Account Type:*</b>	<input checked="" type="radio"/> Professional Forester <input type="radio"/> Fuel Retailer <input type="radio"/> Generation Unit
<b>Privacy: *</b>	<input checked="" type="radio"/> Regular Account <small>Allow other account holders to see account name on the REC transfer screen. Account name listed on the public report of Account Holders.</small> <input type="radio"/> Private Account <small>Does not list your account name on the REC transfer screen (but instead your account numerical ID). Does not list Account Name on the public report of Account Holders.</small>
Company Information	
<b>Company Name: *</b>	<input type="text" value="Biomass Test"/>
<b>Company Address1: *</b>	<input type="text" value="123 Main Street"/>
<b>Company Address2:</b>	<input type="text"/>
<b>Company City: *</b>	<input type="text" value="San Jose"/>
<b>Company Country: *</b>	<input type="text" value="UNITED STATES"/>
<b>Company State/Province: *</b>	<input type="text" value="CALIFORNIA"/>
<b>Company Zip/Postal: *</b>	<input type="text" value="95110"/> (format: US and Mexico 12345 / Canada a1b2c3)
<b>Company Web site URL:</b>	<input type="text" value="www.apx.com"/> (format: www.apx.com)
Account Manager Information	
<b>Contact Job Title:</b>	<input type="text" value="Program Manager"/>
<b>Contact Name: *</b>	<input type="text" value="Bao Ngo"/>
<b>Contact Address1: *</b>	<input type="text" value="123 Main Street"/> <input type="button" value="Same As Company Address"/>
<b>Contact Address2:</b>	<input type="text"/>



# Account Registration

## New Account Application

Account Type:\*

- ☒ Professional Forester ☐ Fuel Retailer  
☐ Generation Unit

Privacy: \*

- ☒ Regular Account  
☐ Private Account

Allow other account holders to see account name on the REC transfer screen. Account name listed on the public report of Account Holders.

Does not list your account name on the REC transfer screen (but instead your account numerical ID). Does not list Account Name on the public report of Account Holders.

## Company Information

Company Name: \*

Biomass Test

Company Address1: \*

123 Main Street

Company Address2:

Company City: \*

San Jose

Company Country: \*

UNITED STATES ▼

Company State/Province: \*

CALIFORNIA ▼

Company Zip/Postal: \*

95110

(format: US and Mexico 12345 / Canada a1b2c3)

Company Web site URL:

www.apx.com

(format: www.apx.com)

# Account Registration

## Account Manager Information

Contact Job Title:	<input type="text" value="Program Manager"/>
Contact Name: *	<input type="text" value="Bao Ngo"/>
Contact Address1: *	<input type="text" value="123 Main Street"/> <input type="button" value="Same As Company Address"/>
Contact Address2:	<input type="text"/>
Contact City: *	<input type="text" value="San Jose"/>
Contact Country: *	<input type="text" value="UNITED STATES"/>
Contact State/Province: *	<input type="text" value="CALIFORNIA"/>
Contact Zip/Postal: *	<input type="text" value="95110"/> (format: US and Mexico 12345 / Canada a1b2c3)
Contact Telephone: *	<input type="text" value="408-517-2157"/> (format: US and Canada 123-456-7890 ☎)
Contact Email: *	<input type="text" value="bngo@apx.com"/> (format: abc@apx.com)

## Login Name and Password Information

Login Name: *	<input type="text" value="biomassregistry"/> (1 to 20 alphanumeric)
Password: *	<input type="password" value="••••••••"/> (Min of 7 characters with at least 1 number and 1 letter)
Confirm Password: *	<input type="password" value="••••••••"/>
Security Question: *	<input type="text" value="What is your favorite Food"/>
Security Answer: *	<input type="text" value="Mexican"/>

\* Required Field



# Biomass Registry Account Types



The Account Types are listed below. Access to Biomass Certificate Registry System is controlled by user role

Account Type	Can Upload Certificates and Issue BFCs?	Can hold BFCs?	Can receive BFCs?	Can Retire BFCs?	Register Harvest Site	Register Non-Forest Derived Biomass Source	Can upload Biomass Tonnage Reports	Can view and approve all Accounts
Regulator/ Administrator	Yes	Yes	Yes	Yes	No	No	Yes	Yes
Professional Forester	No	No	No	No	Yes	No	Yes	No
Fuel Retailer	Yes	Yes	Yes	No	No	Yes	No	No
Generation Unit	Yes	Yes	Yes	Yes	No	Yes	No	No

# Asset Registration

- Harvest Site
  - Professional Forester
- Non-Forest Derived Biomass Source
  - Fuel Retailer
  - Generation Units

# Asset Registration

Browser address bar: <http://nar-app-qa01.emtapx.com/mymodule/mypage.asp>

Navigation: Home | Welcome, biomassregistry | Account: Biomass Test | Customize Page | Change Password | Help | Logout

### Registration

- Change Profile
- EMA Link Setup

### Account Management

- Review/Edit/Add Logins
- View/Edit Sub-Accounts
- Create New Sub-Account

### Account Information

Account ID	111
Company Name	Biomass Test
Company Address1	123 Main Street
Company Address2	
Company City	San Jose
Company State/ Province	CA
Company Zip/Postal	95110
Account Manager Name	Bao Ngo
Account Manager Telephone	408-517-2157
Account Manager Email	bngo@apx.com
Company Web Site	www.apx.com
Status	Approved

### Asset Management

Total Assets 16

NAR ID	Asset	Status	Reporting Unit ID	Asset Type	Review Date /Self-Report	Documents/ Attestation
BHS306	Land - BTR 987	Approved	N306	BHS	2013	<a href="#">View/Update</a>
BHS307	home tract - harvest site	Approved	N307	BHS	2013	<a href="#">View/Update</a>
BHS308	chopper1 - 100	Approved	N308	BHS	2013	<a href="#">View/Update</a>
BHS309	Choppy Patch - 1,000,000	Approved	N309	BHS	2013	<a href="#">View/Update</a>
BHS310	Brady Farms - 4456	Approved	N310	BHS	2013	<a href="#">View/Update</a>
BHS311	Silver Lining Trees - 2115166	Approved	N311	BHS	2013	<a href="#">View/Update</a>
BHS315	rizzo home - ma 2013	Approved	N315	BHS	No Data	<a href="#">View/Update</a>
BHS318	The Weeknd - 1234324	Approved	N318	BHS	No Data	<a href="#">View/Update</a>
BHS321	Wrecking Ball - 23423	Approved	N321	BHS	No Data	<a href="#">View/Update</a>
BHS322	Two Chains, Inc. - 444444	Approved	N322	BHS	2013	<a href="#">View/Update</a>
BHS323	New Harvest Site - 99999999	Approved	N323	BHS	2013	<a href="#">View/Update</a>
BHS328	Brisbane Entertainment - BM-1234	Approved	N328	BHS	No Data	<a href="#">View/Update</a>
BHS329	UFC - 13432	Approved	N329	BHS	2013	<a href="#">View/Update</a>
BHS334	New Harvest Site - 9999999999	Approved	N334	BHS	No Data	<a href="#">View/Update</a>
BHS336	UFC - 1234323432	Approved	N336	BHS	No Data	<a href="#">View/Update</a>
BHS327	sdfasda - dsfa	Pending	N327	BHS	No Data	<a href="#">View/Update</a>

[Register New Asset](#)

# Asset Registration

- To register New Asset, click on 'Register New Asset' under the **Asset Management** module.

Asset Management									
									Total Assets 10
NAR ID	Asset	NAR Meter ID	Status	Reporting Entity	Reporting Unit ID	Asset Type	Review Data /Self-Report	Annual Review Date	Documents/ Attestation
BHS306	<a href="#">Land - BTR 987</a>		Approved		N306	BHS	<a href="#">2013</a>	08/11/2014	<a href="#">View/Update</a>
BHS307	<a href="#">home tract - harvest site</a>		Approved		N307	BHS	<a href="#">2013</a>	08/12/2014	<a href="#">View/Update</a>
BHS308	<a href="#">chopper1 - 100</a>		Approved		N308	BHS	<a href="#">2013</a>	08/12/2014	<a href="#">View/Update</a>
BHS309	<a href="#">Choppy Patch - 1,000,000</a>		Approved		N309	BHS	No Data	11/11/2014	<a href="#">View/Update</a>
BHS310	<a href="#">Brady Farms - 4456</a>		Approved		N310	BHS	<a href="#">2013</a>	10/01/2014	<a href="#">View/Update</a>
BHS311	<a href="#">Silver Lining Trees - 2115166</a>		Approved		N311	BHS	<a href="#">2013</a>	10/02/2014	<a href="#">View/Update</a>
BHS315	<a href="#">rizzo home - ma 2013</a>		Approved		N315	BHS	No Data	11/11/2014	<a href="#">View/Update</a>
BHS318	<a href="#">The Weeknd - 1234324</a>		Approved		N318	BHS	No Data	11/11/2014	<a href="#">View/Update</a>
BHS321	<a href="#">Wrecking Ball - 23423</a>		Approved		N321	BHS	No Data	11/11/2014	<a href="#">View/Update</a>
BHS322	<a href="#">Two Chains, Inc. - 444444</a>		Approved		N322	BHS	<a href="#">2013</a>	11/11/2014	<a href="#">View/Update</a>
<a href="#">Register New Asset</a>									

# Asset Registration - Harvest Site

New Asset Registration	
<b>Asset Type</b>	
Asset Type: *	<input checked="" type="radio"/> Harvest Site
Biomass Tonnage Report Number: *	<input type="text" value="99999999"/>
Tract Number or Name: *	<input type="text" value="New Harvest Site"/>
Landowner Name (Last, First): *	<input type="text" value="Doe, John"/>
Tract Town: *	<input type="text" value="Boston"/>
Country: *	<input type="text" value="UNITED STATES"/>
Tract State: *	<input type="text" value="MASSACHUSETTS"/>
Forester Name (Last, First): *	<input type="text" value="Doe, Jane"/>
Forester License Number (If Applicable):	<input type="text" value="123456"/>
Total Acreage of Harvest Operations: *	<input type="text" value="10000"/>
Name of Responsible Harvester or Harvest Company:	<input type="text" value="New Harvester, Inc."/>
Eligible Woody Biomass types: *	<div><div>Forest Derived Biomass - Residues</div><div>Forest Derived Biomass - Thinnings</div><div>Edit Eligible Woody Biomass types</div></div>
*/** Fields marked with an asterisk are required    + Fields marked with a plus sign are copyable	
<div>Save</div> <div><b>Next</b></div> <div>Cancel</div>	



# Asset Registration - Harvest Site

New Generator/Project Registration	
Eligible Woody Biomass types Selected:	Forest Derived Biomass - Residues
Total Eligible Biomass Fuel – Residues/Thinnings Supply Mix:	<input type="text" value="500"/>
* Required Field	
<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Submit for Approval"/> <input type="button" value="Cancel"/>	

# Asset Registration - Harvest Site

- After User clicks on 'Submit for Approval,' a confirmation message appears to inform User that the Asset has been approved by the NAR Administrator.

[Home](#) | Welcome, TESTFORESTER | Account: Test Forester 1

Congratulations, the North American Renewables Administrator has approved your 9999999999 Asset (NAR Asset ID: 334). You can now begin loading data and creating certificates.

# Biomass Generation Upload and Certificate Issuance

Browser address bar: <http://nar-app-qa01.emtapx.com/mymodule/mypage.asp>

Navigation: Home | Welcome, biomassregistry | Account: Biomass Test | Customize Page | Change Password | Help | Logout

### Registration

- Change Profile
- EMA Link Setup

### Account Management

- Review/Edit/Add Logins
- View/Edit Sub-Accounts
- Create New Sub-Account

### Account Information

Account ID	111
Company Name	Biomass Test
Company Address1	123 Main Street
Company Address2	
Company City	San Jose
Company State/ Province	CA
Company Zip/Postal	95110
Account Manager Name	Bao Ngo
Account Manager Telephone	408-517-2157
Account Manager Email	bngo@apx.com
Company Web Site	www.apx.com
Status	Approved

### Asset Management

NAR ID	Asset	Status	Reporting Unit ID	Asset Type	Review Data /Self-Report	Documents/ Attestation
BHS306	Land - BTR 987	Approved	N306	BHS	2013	View/Update
BHS307	home tract - harvest site	Approved	N307	BHS	2013	View/Update
BHS308	chopper1 - 100	Approved	N308	BHS	2013	View/Update
BHS309	Choppy Patch - 1,000,000	Approved	N309	BHS	2013	View/Update
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BHS311	Silver Lining Trees - 2115166	Approved	N311	BHS	2013	View/Update
BHS315	rizzo home - ma 2013	Approved	N315	BHS	No Data	View/Update
BHS318	The Weeknd - 1234324	Approved	N318	BHS	No Data	View/Update
BHS321	Wrecking Ball - 23423	Approved	N321	BHS	No Data	View/Update
BHS322	Two Chains, Inc. - 444444	Approved	N322	BHS	2013	View/Update
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BHS328	Brisbane Entertainment - BM-1234	Approved	N328	BHS	No Data	View/Update
BHS329	UFC - 13432	Approved	N329	BHS	2013	View/Update
BHS334	New Harvest Site - 99999999999	Approved	N334	BHS	No Data	View/Update
BHS336	UFC - 1234323432	Approved	N336	BHS	No Data	View/Update
BHS327	sdafsda - dsfa	Pending	N327	BHS	No Data	View/Update

[Register New Asset](#)

# Biomass Generation Upload and Certificate Issuance



- Under **Asset Management** module, click on the 'Year' or 'Upload Data' link under the Review Data / Self Report column to begin uploading data for an Asset.

Asset Management									
									Total Assets 17
NAR ID	Asset	NAR Meter ID	Status	Reporting Entity	Reporting Unit ID	Asset Type	Review Data /Self-Report	Annual Review Date	Documents/ Attestation
BHS306	<a href="#">Land - BTR 987</a>		Approved		N306	BHS	<a href="#">2013</a>	08/11/2014	<a href="#">View/Update</a>
BHS307	<a href="#">home tract - harvest site</a>		Approved		N307	BHS	<a href="#">2013</a>	08/12/2014	<a href="#">View/Update</a>
BHS308	<a href="#">chopper1 - 100</a>		Approved		N308	BHS	<a href="#">2013</a>	08/12/2014	<a href="#">View/Update</a>
BHS309	<a href="#">Choppy Patch - 1,000,000</a>		Approved		N309	BHS	<a href="#">Upload Data</a>	11/11/2014	<a href="#">View/Update</a>
BNF317	<a href="#">NFD Biomass</a>		Approved		N317	BNF	<a href="#">Upload Data</a>	11/11/2014	<a href="#">View/Update</a>
BHS318	<a href="#">The Weeknd - 1234324</a>		Approved		N318	BHS	<a href="#">Upload Data</a>	11/11/2014	<a href="#">View/Update</a>
BNF319	<a href="#">Tunechi</a>		Approved		N319	BNF	<a href="#">Upload Data</a>	11/11/2014	<a href="#">View/Update</a>
BNF320	<a href="#">Waynes World</a>		Approved		N320	BNF	<a href="#">Upload Data</a>	11/11/2014	<a href="#">View/Update</a>
BHS321	<a href="#">Wrecking Ball - 23423</a>		Approved		N321	BHS	<a href="#">Upload Data</a>	11/11/2014	<a href="#">View/Update</a>
BHS322	<a href="#">Two Chains, Inc. - 444444</a>		Approved		N322	BHS	<a href="#">2013</a>	11/11/2014	<a href="#">View/Update</a>
BHS323	<a href="#">New Harvest Site - 99999999</a>		Pending		N323	BHS	<a href="#">Upload Data</a>		<a href="#">View/Update</a>
<a href="#">Register New Asset</a>									

# Biomass Generation Upload and Certificate Issuance



Browser window showing the North American Renewables Registry (NAR) interface. The address bar displays the URL: <http://nar-app-qa01.emtapx.com/myModule/Meter/MeterReview.asp?FacId=33>. The page title is "Self-Reporting/Facility/Project Output Data Review".

The interface includes a navigation bar with the NAR logo and the text "NORTH AMERICAN Renewables Registry™". Below the navigation bar, the user is logged in as "testfuelretailer1" with the account name "Test Fuel Retailer 1". Links for "Change Password", "Help", and "Logout" are visible.

The main content area displays a table for output data. The table has columns: "Period Data Status", "Vintage", "Quantity", "Reporting Entity Unit", and "Reporting Entity". The table is currently empty, showing "No Records!".

A red box highlights the "Add New Output" button, which is used to add new data records. An "OK" button is also present.

Footer information includes "MA Biomass Registry Terms of Use", "Legal & Privacy", and "North American Renewables Registry™ - Powered".

# Biomass Generation Upload and Certificate Issuance



Browser address bar: <http://nar-app-qa01.emtapx.com/myModule/Meter/Accept-Dispute.asp?Action>

File Edit View Favorites Tools Help

**NORTH AMERICAN Renewables Registry™**

[Home](#) | [Welcome, testfuelretailer1](#) | [Account: Test Fuel Retailer 1](#) [Change Password](#) | [Help](#) | [Logout](#)

Self-Reporting/Facility/Project Output Data Accept-Dispute	
Facility/Project ID - Name:	BHS334 - New Harvest Site - 99999999999
Vintage:	2014
Quantity of Certificates:	100
Date/Time Certificate is minted:	1 / 6 / 2013 4 : 6 AM
Type of Eligible Woody Biomass:	Forest Derived Biomass - Residues
<div>Submit Delete Cancel</div>	

[top of page](#) [MA Biomass Registry Terms of Use](#) [Legal & Privacy](#) NAR 7.0 Build North American Renewables Registry™ - Powered

# Batch Biomass Generation Upload Process

Browser window showing the APX web application interface. The URL is <http://nar-app-qa01.emtapx.com/mymodule/mypage.asp>. The interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a sidebar with sections: Inbox, Outbox, and Account Holder Reports.

**Inbox**

Certificate

From	Quantity	Status	Initiation Date	Accept	Reject
Empty					

Certificate Import

From	Quantity	Initiation Date	Accept	Reject
Empty				

[More...](#)

**Outbox**

Certificate

	To	Quantity	Status	Initiation Date	Withdraw
<input type="checkbox"/>	Test Fuel Retailer 2	25	Pending	11/12/2013	<a href="#">Withdraw</a>
<input type="checkbox"/>	Test Fuel Retailer 2	1,000	Pending	11/12/2013	<a href="#">Withdraw</a>

[Withdraw Selected](#)

**Account Holder Reports**

- My Event Log
- My Sub-Accounts
- My Certificate Transfers
- My Account Holder Registration History

**Account Activity**

**Certificates**

Active	10,530
Retirement	1,100
Bulletin Board	0

**Open Sub-Accounts**

Sub-Account ID	Sub-Account Name	Sub-Account Name/Alias2	Type	Certificates
346	DefaultACT		Active	10,530
347	DefaultRET		Retirement	1,100

[Create New Sub-Account](#)  
[View/Edit Sub-Accounts](#)

**Upload Biomass Certificates**

Year: 2014

File to upload:  [Browse...](#) [Upload](#)

To upload multiple records of Biomass Certificates select the Vintage Year, the comma-separated-values (CSV) file to upload and select 'Upload'. The format for the upload file can be found here: [biomassregistry.com](http://biomassregistry.com)



# Biomass Fuel Certificate Transfers

State/Province

Contact Zip/Postal 91333

Contact Country US

Contact Telephone 408-333-3333

Contact E-mail bngo@apx.com

Status Approved

Inbox

Certificate

From	Quantity	Status	Initiation Date	Accept	Reject
Empty					

Certificate Import

From	Quantity	Initiation Date	Accept	Reject
Empty				

More...

Outbox

Certificate

	To	Quantity	Status	Initiation Date	Withdraw
<input type="checkbox"/>	Test Fuel Retailer 2	25	Pending	11/12/2013	Withdraw
<input type="checkbox"/>	Test Fuel Retailer 2	1,000	Pending	11/12/2013	Withdraw

Withdraw Selected

Account Status

Account Summary

Data Loaded Totals

Total MWWhs Pending Certificate Creation	0
Total Certificates Created	12,863

Account Activity

Certificates

Active	10,530
Retirement	1,100
Bulletin Board	0

Open Sub-Accounts

Sub-Account ID	Sub-Account Name	Sub-Account Name/Alias2	Type	Certificates
346	DefaultACT		Active	10,530
347	DefaultRET		Retirement	1,100

Create New Sub-Account

View/Edit Sub-Accounts

Upload Biomass Certificates

Year: 2014

File to upload:

To upload multiple records of Biomass Certificates select the Vintage Year, the comma-separated-values (CSV) file to upload and select 'Upload'. The format for the upload file can be found here: [biomassregistry.com](http://biomassregistry.com)

# Biomass Fuel Certificate Transfers

Browser address bar: <http://nar-app-qa01.emtapx.com/mymodule/rpt/myAhrpt.asp?r=601&tabnam>

File Edit View Favorites Tools Help

## NORTH AMERICAN Renewables Registry™

Home | Welcome, testfuelretailer1 | Account: Test Fuel Retailer 1 [Change Password](#) | [Help](#) | [Logout](#)

**All** | **Active** | Retirement

Active Sub-Accounts:

Total Quantity:

### Certificates in Subaccount

<input type="checkbox"/>	Sub-Account	Sub-Account ID	NAR ID	Asset	Fuel/Project Type	Certificate Vintage	Date/Time Certificate is minted	Certificate Serial Numbers	Quantity	Transfer Quantity	Transferor
<input checked="" type="checkbox"/>	DefaultACT	346	BHS322	Two Chains, Inc. - 444444	Forest Derived Biomass - Thinnings	2013	8/5/2013 11:07:00 AM	NAR-BFC-322-MD-08052013-3518-1 to 10	10	<input type="text" value="10"/>	
<input checked="" type="checkbox"/>	DefaultACT	346	BHS306	Land - BTR 987	Forest Derived Biomass - Thinnings	2012	12/5/2012 1:23:00 AM	NAR-BFC-306-MA-12052012-3501-2334 to 12333	10,000	<input type="text" value="10000"/>	
<input type="checkbox"/>	DefaultACT	346	BNF331	Keyshia Cole	Tree maintenance	2013	1/2/2013 2:03:00 AM	NAR-BFC-331-GA-01022013-3524-1 to 520	520	<input type="text" value="520"/>	

1 - 3 : 3

# Biomass Fuel Certificate Transfers

Browser address bar: <http://nar-app-qa01.emtapx.com/mymodule/accountStatus/CertificateTransfer>

File Edit View Favorites Tools Help

**NORTH AMERICAN Renewables Registry™**

Home | Welcome, testfuelretailer1 | Account: Test Fuel Retailer 1 [Change Password](#) | [Help](#) | [Logout](#)

Certificate Serial Numbers	Quantity	Transfer Quantity	Asset	Fuel/Project Type	Vintage	Date/Time Certificate is minted
NAR-BFC-306-MA-12052012-3501-2334 to 12333	10000	10000	Land - BTR 987	Forest Derived Biomass - Thinnings	2012	12/5/2012 1:23:00 AM
NAR-BFC-322-MD-08052013-3518-1 to 10	10	10	Two Chains, Inc. - 444444	Forest Derived Biomass - Thinnings	2013	8/5/2013 11:07:00 AM

Transfer  certificates to:

☐ Another Account Holder

☒ Active

☐ Retirement

**Retirement Details**

Year/Quarter:

Additional Details:

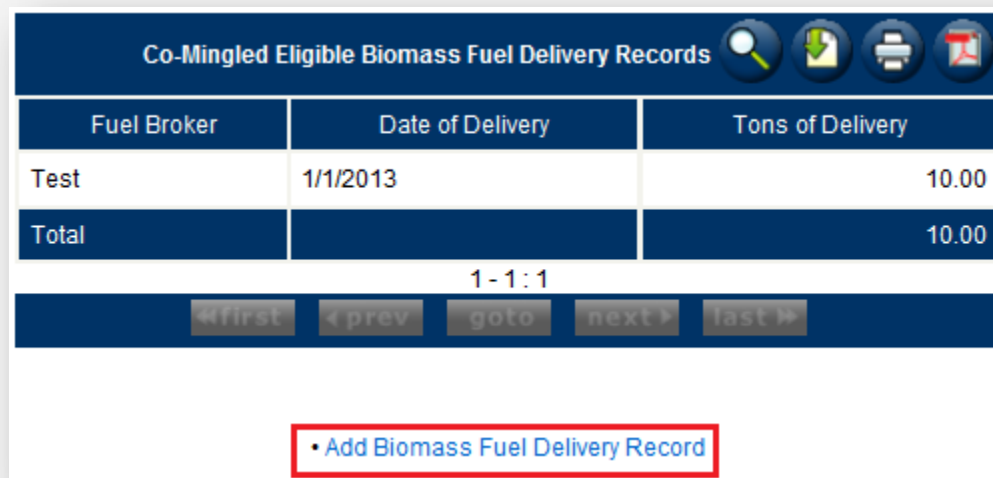
NAR 7.0 Build

# Co-Mingled Eligible Biomass Fuel Delivery Records

- Under **Account Holder Reports** module, click on 'Co-Mingled Eligible Biomass Fuel Delivery Records' Report.

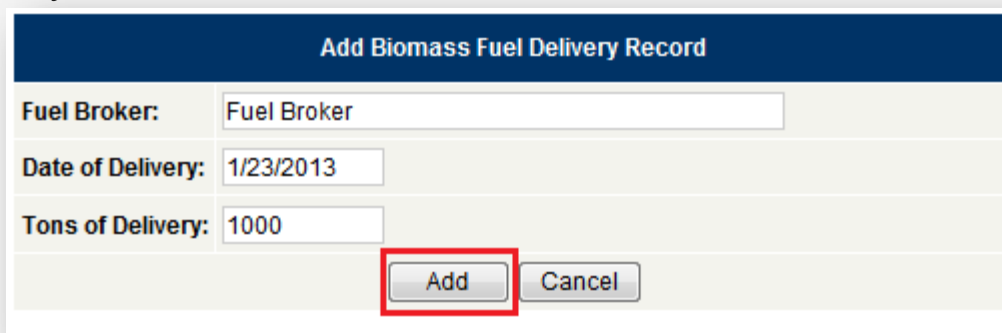


- To add new record, click on 'Add Biomass Fuel Delivery Record'.



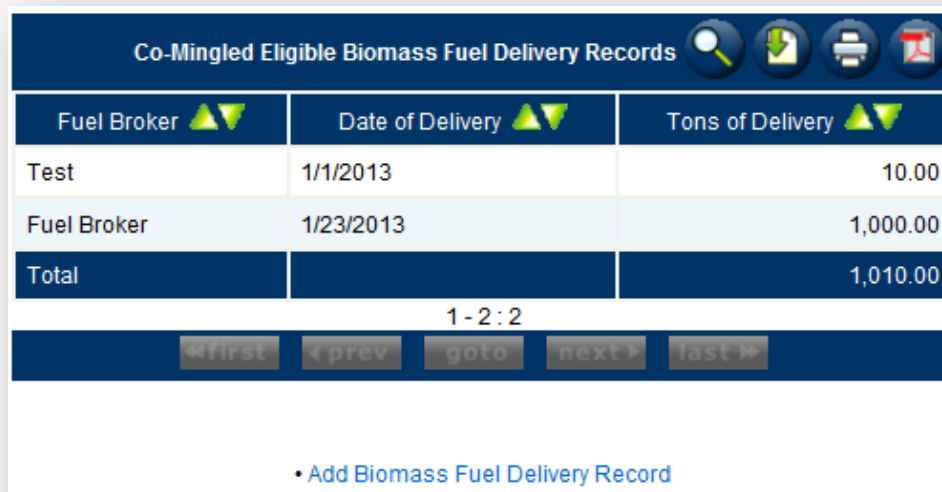
# Co-Mingled Eligible Biomass Fuel Delivery Records

- In the Add Biomass Fuel Delivery Record screen, enter Fuel Broker, Date of Delivery (mm/dd/yyyy), and Tons of Delivery. Click the 'Add' button to create the Co-Mingled Eligible Biomass Fuel Delivery Record.



The form is titled "Add Biomass Fuel Delivery Record". It contains three input fields: "Fuel Broker:" with the value "Fuel Broker", "Date of Delivery:" with the value "1/23/2013", and "Tons of Delivery:" with the value "1000". At the bottom right, there are two buttons: "Add" (highlighted with a red box) and "Cancel".

- After clicking the 'Add' button, the New Co-Mingled Eligible Biomass Fuel Delivery Record will be displayed on the report.



The report is titled "Co-Mingled Eligible Biomass Fuel Delivery Records". It features a table with three columns: "Fuel Broker", "Date of Delivery", and "Tons of Delivery". The table contains three rows: "Test" (1/1/2013, 10.00), "Fuel Broker" (1/23/2013, 1,000.00), and "Total" (1,010.00). Below the table, there is a pagination bar showing "1 - 2 : 2" and navigation buttons: "first", "prev", "goto", "next", and "last". At the bottom, there is a link to "Add Biomass Fuel Delivery Record".

Fuel Broker	Date of Delivery	Tons of Delivery
Test	1/1/2013	10.00
Fuel Broker	1/23/2013	1,000.00
Total		1,010.00

1 - 2 : 2

first prev goto next last

• [Add Biomass Fuel Delivery Record](#)

# Reports

- Under the **Account Holder Reports** module, Users will find specific reports accessible to only Account Holder, their designated Agents, Regulators, and the NAR Administrator. Click on any report to view up-to-date data in these reports at any time.



- MA Biomass Registry-  
<http://www.narecs.com/mabiomassregistry/>
  - [Massachusetts Biomass Registry User Guide](#)
  - [Massachusetts Biomass Registry Terms of Use](#)
- NAR Login Page-  
<https://narenewables2.apx.com/mymodule/mypage.asp>
  - [Register for Massachusetts Biomass Registry](#)



# Contact Information

## APX Registry Administrator

Name	Phone Number	Email
Bao Ngo	408-899-3341	<a href="mailto:NAR@apx.com">NAR@apx.com</a>

## Massachusetts DOER

Name	Phone Number	Email
Rob Rizzo	617-626-7379	<a href="mailto:Robert.Rizzo@state.ma.us">Robert.Rizzo@state.ma.us</a>
Kara Sergeant	617-626-7392	<a href="mailto:Kara.Sergeant@state.ma.us">Kara.Sergeant@state.ma.us</a>

# Questions?